

EXAM/LICENSE APPLICATION CHECKLIST

RE 216B (Rev. 7/13)

GENERAL INFORMATION

This checklist may be used for *either* the salesperson or broker exam/license applications.

- ✓ Read appropriate license instructions carefully (RE 435A or RE 436A).
- ✓ Application must list your legal name.
- ✓ Items to be included in your packet are listed below. Check off each item as you assemble your packet.
- ✓ Mail completed **application package** and fee to:
Bureau of Real Estate
P.O. Box 137001
Sacramento, CA 95813-7001

✓ Titles of forms referenced by number. **Note:** Asterisk denotes forms available on BRE's Web site at **www.bre.ca.gov**.

- *RE 435 Salesperson Exam/License Application
- *RE 435A Salesperson Exam/License Instructions
- *RE 436 Broker Exam/License Application
- *RE 436A Broker Exam/License Instructions
- *RE 423 Examination Qualification Requirements
- *RE 205 State Public Benefits Statement
- *RE 205A State Public Benefits Information
- *RE 205B State Public Benefits (Comprehensive List)
- *RE 206 Exam & Licensing Fees
- *RE 237 Live Scan Service Request (Applicant)
- *RE 237B Fingerprint Information
- *RE 909 Credit Card Payment

SALESPERSON APPLICANTS

Required documents...

- ☐ RE 435 — Completed and signed by applicant.
- ☐ Official transcript for Real Estate Principles, Real Estate Practice and/or one other required course — not needed, if previously submitted.
- ☐ RE 205 — Completed and signed by applicant.
- ☐ Documentation to establish U.S. citizenship or alien status — Refer to RE 205, 205A, and 205B for further information.
- ☐ RE 237 (See ① below.) — Completed by applicant and live scan service operator.
- ☐ **License fee** — Refer to RE 206 for current fees.
 - ☐ Cashiers' check, check, or money order made payable to: Bureau of Real Estate
 - ☐ RE 909 — If paying by credit card.

BROKER APPLICANTS

Required documents ...

- ☐ RE 436 — Completed and signed by applicant.
- ☐ Documentation to establish examination qualification requirements have been met. Refer to RE 423 for current requirements.
- ☐ RE 205 — Completed and signed by applicant. **Note:** Not needed if *permanent* proof of legal presence has been previously submitted.
- ☐ Documentation to establish U.S. citizenship or alien status — Refer to RE 205, 205A, and 205B for further information. **Note:** Not needed if *permanent* proof of legal presence has been previously submitted.
- ☐ RE 237 (See ① below.) — Completed by applicant and live scan service operator.
- ☐ **License fee** — Refer to RE 206 for current fees.
 - ☐ Cashiers' check, check, or money order made payable to: Bureau of Real Estate
 - ☐ RE 909 — If paying by credit card.

① Make two photocopies of the copy provided. After fingerprints are completed the live scan service operator will retain the *original*. You should return the *second* copy to BRE and keep the *third* copy for your records.